

Rocky Mountain Federation of Mineralogical Societies

Educational Non- Profit

Articles of Incorporation By Laws and Operating Procedures

Amended – October 2000



Affiliated with
American Federation Scholarship Foundation, Inc
And
American Federation of Mineralogical Societies, Inc.

ROCKY MOUNTAIN FEDERATION
OF
MINERALOGICAL SOCIETIES, INC.



ARTICLES OF INCORPORATION

and

BYLAWS

Amended October 2000

ARTICLES OF INCORPORATION
OF THE
ROCKY MOUNTAIN FEDERATION OF MINERALOGICAL SOCIETIES

(Last amended October 14, 2000)

ARTICLE I – NAME

The name of this organization shall be: Rocky Mountain Federation of Mineralogical Societies.

ARTICLE II – PURPOSES

1. GENERAL PURPOSES: The purposes of this Federation shall be to bring about a closer association of the earth science groups in the Rocky Mountain region; to increase and disseminate knowledge about minerals and other geologic materials; to encourage mineral study; collecting, and fashioning as a hobby; to conduct meetings, lectures, displays, and field trips; and to sponsor local organizations interested in similar purposes.
2. LIMITATIONS: (A) This corporation is not created for profit but solely and exclusively for educational and scientific purposes limited, however, to the earth sciences. It shall not by any substantial part of its activities attempt to influence legislation by propaganda or otherwise. Its net income shall not inure, in whole or in part, to the benefit of any individual or individuals. (B) In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501(C)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation contributions to which are deductible under section 170(C)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

ARTICLE III – MEMBERSHIP

1. Application for membership in this Federation shall be considered from those duly organized groups in the Rocky Mountain region that concur with the purposes of the Federation and agree to abide by its rules.
 - (a) The boundaries of the Rocky Mountain Federation shall be in accordance with the AFMS Bylaws, Article XII – Boundaries Agreement, Section 1,

and include: Arizona; New Mexico; Oklahoma; Kansas; Colorado; Utah; Wyoming; North Dakota; South Dakota; Nebraska; with that part of North Dakota, South Dakota, and Nebraska east of the 100th meridian of longitude remaining in a controlled overlap with the Midwest Federation, pro tem.

- (b) All organized groups located outside of the boundaries as stated in (a), Currently members in good standing with the Federation, may continue to enjoy the rights and privileges of membership subject limitations set out in the AFMS Bylaws, Article XII, Section 6.
 - (c) Any Club located outside of these boundaries and desiring to affiliate with the Federation shall follow the procedure for membership application as outlined in the AFMS Bylaws, Article XII, Section 4, and be subject to the same limitations as stated in (b).
2. Any organization desiring admission to the Federation shall apply in writing to the SECRETARY of the Federation and shall give its name, the names and addresses of its officers, the date the officers are elected, and the number of its members. In addition, dues for the current fiscal year shall accompany the application. THE EXECUTIVE COMMITTEE OF THE FEDERATION SHALL VOTE UPON THE APPLICATION AT A MEETING OR BY MAIL BALLOT. IN EITHER CASE A MAJORITY VOTE OF ALL MEMBERS OF THE COMMITTEE SHALL BE NECESSARY TO ACCEPT OR REJECT. MEMBERSHIP SHALL BECOME EFFECTIVE UPON APPROVAL AND PAYMENT OF DUES FOR THE CURRENT FISCAL YEAR.
 3. Any affiliated organization may withdraw from the Federation by making such desire known in writing to the Secretary of the Federation. This notice shall be signed by the officers of the organization. The SECRETARY of the Federation shall send an announcement of the withdrawal to each affiliated organization.
 4. THE EXECUTIVE COMMITTEE OF THE FEDERATION MAY, AT ITS ANNUAL MEETING OR AT A SPECIAL MEETING, EXPEL ANY AFFILIATED ORGANIZATION WHOSE ATTITUDE OR CONDUCT IS CONSIDERED DETRIMENTAL TO THE WELFARE OF THE FEDERATION. Such expulsion shall be made only after representatives of the affiliated organization have been given opportunity to show cause why it is not justified. A FOUR-FIFTHS VOTE SHALL BE NECESSARY FOR EXPULSION.
 5. A MEMBER SOCIETY SHALL BE AUTOMATICALLY SUSPENDED FROM MEMBERSHIP AND DEEMED NOT IN GOOD STANDING IF DUES ARE UNPAID NO LATER THAN FEBRUARY 1ST OF THE CURRENT FISCAL YEAR.

ARTICLE IV – OFFICERS AND ELECTION

1. THE OFFICERS OF THE FEDERATION shall consist of a PRESIDENT, A VICE PRESIDENT, a SECRETARY, and a TREASURER, who shall be elected annually by the HOUSE OF DELEGATES and take office November 1st following the annual meeting, and a HISTORIAN, who shall be elected once every FIVE years, beginning in 1954.
2. The term of office of the PRESIDENT, the VICE PRESIDENT, the SECRETARY, and the TREASURER shall extend from November 1st following the annual meeting of the Federation to October 31st of the next year. The term of office of the HISTORIAN shall be FIVE years. No officer may be elected to serve more than two consecutive terms, with the exception of the Treasurer, who may serve more than two consecutive terms, subject to re-election each term. No person may hold more than one office at a time.
3. In the event that for any reason an annual business meeting is not held, the OFFICERS shall continue in office until the next meeting of the HOUSE OF DELEGATES.

4. A vacancy in office during the year shall be filled by appointment by the PRESIDENT.

ARTICLE VI – DUTIES OF FEDERATION OFFICERS

1. PRESIDENT – The PRESIDENT shall be the Executive Officer of the Federation and shall preside over meetings of the Executive Committee and of the HOUSE OF DELEGATES. He shall have no vote in the HOUSE OF DELEGATES unless he has qualified as a delegate or alternate of his respective society. He shall appoint committees and chairmen authorized by the HOUSE OF DELEGATES or the rules. He shall have the power to call special meetings of the Executive Committee for the transaction of emergency business and to make interim appointments to fill vacancies in office.
2. VICE PRESIDENT – In the absence or incapacity of the PRESIDENT, he shall perform all the duties assigned to the presidency.
3. SECRETARY – The SECRETARY shall record accurately the annual proceedings of the HOUSE OF DELEGATES and furnish a copy of these minutes to all affiliated societies in good standing. He shall have no vote in the HOUSE OF DELEGATES unless he has qualified as a delegate or alternate of his respective society. He shall maintain a roll of societies in good standing and a file of their current officers. He shall receive membership applications and refer them promptly to the Executive Committee. He shall be custodian of all correspondence and permanent business records of the Federation. He shall issue notices to member societies as required by the Articles of Incorporation and Bylaws. He shall furnish committees with papers referred to them.

ARTICLE VI – HOUSE OF DELEGATES

1. The governing body of the Federation shall be the HOUSE OF DELEGATES.
2. The HOUSE OF DELEGATES shall be composed of the President, or his designee, of each affiliated society in good standing and one other member from each such society, chosen as that society desires. The society shall also select two alternates who may act in place of the delegates.
3. Each society shall have two votes in the HOUSE OF DELEGATES. These votes may be cast either by the two delegates, by the two alternates, or by one delegate and one alternate.
4. The PRESIDENT of the Federation shall act as Chairman of the HOUSE OF DELEGATES and the SECRETARY of the Federation shall act as Secretary of the HOUSE OF DELEGATES, BUT NEITHER SHALL HAVE A VOTE UNLESS QUALIFIED as delegate or alternate from his respective society.

5. The HOUSE OF DELEGATES shall hold one meeting each year during the annual convention of the Federation and this shall be designated as the annual business meeting of the Federation. At this time Officers of the Federation shall be elected, members-at-large of the Executive Committee shall be elected, the place of the following year's convention shall be selected if this has not been previously been done, and other business of the Federation transacted.
6. (a) Not less than one-third of the affiliated societies in good standing at the time of the HOUSE OF DELEGATES meeting must be represented by at least one delegate or his alternate in order that a quorum be constituted for the transaction of business.
(b) For the purpose of determining a quorum at any meeting of the HOUSE OF DELEGATES, the number of valid proxies present may be counted and added to the number of accredited delegates present in person. Accredited delegates include alternate delegates who are serving as delegates.
7. Motions shall be carried and officers and members of the Executive Committee elected by a majority vote of those qualified to vote, present and voting.
8. No portion of the Boundary of the Rocky Mountain Federation may be changed, nor any Regional Federation –type activities be held within the boundaries of the Rocky Mountain Federation without the approval of the HOUSE OF DELEGATES majority of the in regular meeting.

ARTICLE VII – EXECUTIVE COMMITTEE

1. (a) THE PRESIDENT, VICE PRESIDENT, SECRETARY and TREASURER of the Federation, the HISTORIAN, the two immediate Past Presidents, and ten members-at-large elected by the HOUSE OF DELEGATES shall compose an EXECUTIVE COMMITTEE for the transaction of such business as may be assigned to it. The PRESIDENT shall act as Chairman, and the SECRETARY as Secretary of the Executive Committee. The PRESIDENT, as chairman of the committee, shall have a vote only in breaking a tie vote of the other members.
(b) In order for the President to benefit from the knowledge and experience of his predecessors, the two immediate Past Presidents of the Federation shall become members of the Executive Committee for a period of two years from the date of expiration of their term as president. Said Past Presidents would then be in a position to follow through on projects initiated and not completed during their term of office. Each year, one Past President would have one year to serve, and one Past President would have two years to serve, on each Executive Committee and assist in the guidance of the Federation.
2. To Permit a uniform representation of the members-at-large on the Executive Committee, one member shall be elected from each state. These members-at-large of the Executive Committee shall be known as Directors (or State Directors). The term of office of the Directors shall be two years and shall extend from November 1st following the annual meeting of the Federation to October 31st two years later. Member-at-large of the Executive Committee will be elected from each of these areas of representation and there is no limit as to the number of times a member-at-large may succeed himself in office.
3. The Executive Committee shall meet at least one day in advance of the annual meeting of the Federation.
4. Seven members shall constitute a quorum of the Executive Committee for all business except expulsions.

5. Duties delegated to the Executive Committee shall be the following:
 - a) Approval of applications for membership;
 - b) Expulsion of societies as provided in Article III, Section 4;
 - c) Approval of an agenda for the annual meeting;
 - d) Conduct of emergency interim business by mail-ballot as provided for in Paragraph 6;
 - e) The members-at-large will serve as Field Representatives in their areas, making a liason between that area and the administration.
6. When, in the opinion of the PRESIDENT of the Federation or at the request of three members of the Executive Committee, it may be necessary or advisable to determine some question by correspondence, action may be taken by mail-ballot, provided the matter or matters to be acted upon are duly set out in writing and mailed to each member of the Executive Committee, action on the proposal submitted may be deferred for, but not longer than, an additional thirty day period. In the event no solution can be arrived at by mail-ballot the matter shall be deferred until the annual meeting of the Executive Committee, under the order of unfinished business.

ARTICLE VIII – STANDING COMMITTEES

1. PUBLICITY COMMITTEE – The PRESIDENT shall appoint a Publicity Committee, composed of a Chairman and two members, whose duties shall be to publish a Rocky Mountain Federation bulletin, to furnish news of societies, elections and Federation affairs to member societies and to furnish information about the Federation to other earth science publications. The Chairman shall be editor of the bulletin and shall be a person qualified for the task. The bulletin shall be issued to societies in good standing with the frequency and distribution as specified in our Operating Procedures.
2. FINANCE COMMITTEE – The PRESIDENT shall appoint a Finance Committee, composed of a Chairman and two members, none of whom is the present Treasurer of the Federation, whose duty it shall be to audit the books of the Treasurer shortly before the annual convening of the HOUSE OF DELEGATES or before they are turned over to a new Treasurer at any other time.
3. NOMINATING COMMITTEE -- The PRESIDENT shall appoint A Nominating Committee as outlined in our Operating Procedures as soon after assuming office as is practical and possible. This committee will select candidates for all elective posts. In making these selections, due consideration should be given to the Secretary and President being from the same location, for administrative reasons. It is desired, but not required, that the Nominating Committee submit two or three names for each office, and prior consent must be obtained. At the discretion of the Nominating Committee, all member societies may be canvassed for the names of favorite sons or daughters who are doing an effective job on the local level, who will accept office, and who are considered good Federation Officer or Executive material. Nominations can still be made from the floor.

To provide a sequence of progression to the Presidency, without being mandatory, and to take advantage of previous experience, the VICE PRESIDENT and other officers may be considered eligible Presidential candidates.

The Nominating Committee will announce their candidates to the PRESIDENT, the SECRETARY, and the Bulletin Editor at least sixty days prior to the annual business meeting. The SECRETARY will immediately advise each member society accordingly.

4. PROGRAM LIBRARY COMMITTEE – The PRESIDENT shall appoint a Program Library Chairperson, who will choose his/her own committee as deemed necessary. The duties of the committee shall be to maintain the Federation Slide and Video Program Library; to furnish programs to affiliated societies upon their request; to furnish information about newly acquired programs, etc., to the Publicity Chairperson (Editor) for publication in the bulletin; and to maintain and upgrade the programs.
5. SAFETY COMMITTEE -- The PRESIDENT shall appoint a Safety Chairman, who will choose his own committee. Their duties shall be to furnish to the Publicity Chairman, for publication in the bulletin and to member clubs upon their request, information about club responsibility in case of accident; club or individual responsibility in case of damage to private property; field trip conduct; the closed collecting area problem, et cetera.
6. LAPIDARY TECHNICAL COMMITTEE -- The PRESIDENT shall appoint a Lapidary Technical Chairman, who will select his own committee as necessary for furnishing the Publicity Committee, for publication in the bulletin, pertinent lapidary data of interest to our fashioning hobbyists. This group will also handle requests from affiliated groups for information pertaining to lapidary techniques.
7. MINERALOGY TECHNICAL COMMITTEE -- The PRESIDENT shall appoint a mineralogy Technical Chairman, who will select his own committee as necessary for furnishing the Publicity Committee, for publication in the bulletin, pertinent mineralogy data of interest to the collector. This committee will also handle requests from affiliated groups for information pertaining to mineral care, identification, et cetera.
8. CONVENTION ADVISORY COMMITTEE -- The PRESIDENT shall appoint a Convention Advisory Chairman, who will be the Convention Coordinator. He may appoint his own committee as required and, as coordinator, will be the liaison between the Federation as a whole and the host society in convention matters of mutual concern, and in accordance with the Convention Management Code.

ARTICLE IX – CONVENTION

1. The Federation shall hold a convention of the membership of affiliated societies annually at a place designated by the HOUSE OF DELEGATES and at a time selected by the host society in consultation with the PRESIDENT of the Federation.
2. The SECRETARY of the Federation shall issue letters of invitation to all member societies stating the time and place of the annual HOUSE OF DELEGATES meeting. This letter shall be sent to the secretaries of member societies sixty days in advance of the annual business meeting.
3. The HOUSE OF DELEGATES may set up standards for conduct of conventions.

ARTICLE X – DUES

1. Affiliated organizations shall pay annual dues for each dues paying member, including Junior members 12 years of age or older.
2. The quantity of dues to be assessed for each dues paying member are contained in the Federation Operating Procedures.
3. Organizations having “family” memberships shall count all individuals of each family group for the purpose of paying dues to the Federation, except that no person under the age of 12 years shall be counted.

4. For the purpose of paying dues, membership shall be counted as of October 31 of each year with the exception of a society applying for membership.
5. Organizations joining the Federation prior to the annual convention shall, at the time of joining, pay dues for the entire current fiscal year. Organizations joining the Federation after the annual convention shall, at the time of joining, pay the entire current fiscal year dues, but these dues shall apply to the entire following year, dues for the remainder of the year of joining being waived.

ARTICLE XI – AMENDMENTS

1. These Articles may be amended at the annual meeting of the HOUSE OF DELEGATES by a two-thirds vote of qualified persons present and voting, provided that notice of the proposed amendment has been submitted in writing SIXTY days in advance of the date of the meeting to the Secretary of the Federation, who, in turn, must immediately refer copies of the amendment to the Secretaries of the affiliated societies in good standing.
2. Amendments may be submitted by any member of any affiliated society in good standing.

ARTICLE XII – PARLIMENTARY AUTHORITY

1. All business meetings shall be conducted in accordance with Roberts' Rules of Order, Revised.

ARTICLE XIII – DURATION, BOARD OF DIRECTORS, BYLAWS

1. The period of duration of this Corporation shall be for fifty years.
2. The registered office of the Corporation in New Mexico shall be: 1585 Los Pueblos, Los Alamos, NM 87554. The Board of Directors of this Corporation shall consist of the members of the Executive Committee heretofore established by Article VII; the first Board of Directors shall consist of the following persons whose terms shall expire on December 31, 1961; Mrs. Lois K. Heister, 2628 Charleston, NE., Albuquerque, New Mexico; Dr. H.L. Harvey, 537 W. 15th Street, Casper, Wyoming; Mrs. Jeanne L. Greene, 2420D Eddy Loop, Holloman Air Force Base, New Mexico.
3. The name and address of each incorporator is as follows: Mrs. Lois K. Heister, 2628 Charleston, NE., Albuquerque, New Mexico; Dr. H.L. Harvey, 537 W. 15th Street, Casper, Wyoming; Mrs. Jeanne L. Greene, 2420D Eddy Loop, Holloman Air Force Base, New Mexico.
4. Bylaws for the conduct of the affairs of the Corporation may be adopted by the HOUSE OF DELEGATES; said Bylaws may be amended from time to time by the HOUSE OF DELEGATES.

BYLAWS

of the

ROCKY MOUNTAIN FEDERATION OF MINERALOGICAL SOCIETIES

(Last amended October 14, 2000)

ARTICLE I – FISCAL YEAR

1. The fiscal year of the Federation shall begin on November 1st of each year and end on October 31st of the following year.

ARTICLE II – ANNUAL BUSINESS MEETING

1. The Annual Business Meeting of the Federation shall be held on the second day of a three-day convention and on the third day of a four-day convention at the discretion of the Federation President, such meeting to be on Saturday insofar as possible.

ARTICLE III – CONVENTION MANAGEMENT

1. The arrangement of each convention shall be in accordance with the Rocky Mountain Federation of mineralogical Societies Convention Management Code, which shall be set out in an Operating Procedure of this Federation.

ARTICLE IV – ELIGIBILITY

1. Only those affiliated societies which are in good standing may participate in the deliberation of the annual business meeting of the Federation.
2. Any member of an affiliated society which is in good standing may attend the meeting of the HOUSE OF DELEGATES. At the discretion of the PRESIDENT or other presiding officer, these persons may participate in debate on matters under discussion, but may not make motions nor vote unless qualified as a delegate or alternate.

ARTICLE V – CREDENTIALS

1. The SECRETARY of the Federation shall mail to the Secretary of each affiliated society in good standing, at least SIXTY days before the opening date of the convention, blanks on which to register the names of delegates and alternates, and forms on which to register proxies. These blanks shall be returned to the Chairman of the Credentials Committee of the Federation not later than opening day of the convention.
2. Before, the convening of the HOUSE OF DELEGATES, the PRESIDENT of the Federation shall appoint a Credentials Committee consisting of three members who shall certify the credentials of delegates and alternates for the use of the SECRETARY of the Federation. THE COMMITTEE SHALL ALSO CERTIFY THE VALIDITY OF PROXIES AS PROVIDED IN Article VI, Section 1.

ARTICLE VI – PROXIES

1. A written proxy presented by a member of an affiliated society in good standing may be used
 - a) When a society will lack one or both votes because of the absence of delegates or alternates in the HOUSE OF DELEGATES, provided that the proxy is presented to the Credentials Committee prior to the meeting so that the committee may ascertain its validity, i.e., signed by a delegate or alternate who would be eligible to vote; or
 - b) when a member of the Executive Committee cannot be present at the annual or a special meeting.

Under (a) above, no member may exercise more than six proxy votes except that Executive Committee Members-at-large may vote as many proxies as are entrusted to them, but only for societies in their respective areas.

ARTICLE VII – VOTING

1. Voting on all matters presented at the annual business meeting of the Federation shall be by roll call, except as specified in Section 3, below.
2. The SECRETARY shall receive from the Credentials Committee a list of Delegates and Alternates for the specific meeting which shall be in such form as outlined in the Operating Procedures, that the vote of each Delegate, Alternate or Proxy may be recorded YEA or NAY.
3. When in the opinion of delegates present a matter to be voted upon is not sufficient importance to warrant, tabulating of the votes may be dispensed with and a record of such actions stated in the minutes.

ARTICLE VIII – AMENDMENTS

1. These Bylaws may be amended at the annual meeting of the HOUSE OF DELEGATES by the vote of a majority of those qualified to vote, present and voting.
2. Any member of an affiliated society may present amendments to the Bylaws, provided such amendments have been submitted in writing SIXTY days in advance of the date of the annual business meeting to the SECRETARY of the Federation who, in turn, must immediately refer copies of the amendment to the Secretaries of the affiliated societies.

ARTICLE IX – OPERATING PROCEDURES

1. Details of operation not included in the Articles of Incorporation or Bylaws of the Federation that are of a continuing nature to be mandatory on succeeding administrations will be authorized by Operating Procedures, upon approval of the House of Delegates as outlined in our Operating Procedures.

ARTICLE X – MINUTES TO SOCIETIES

1. As soon as practicable after the close of the annual business meeting, the retiring SECRETARY of the Federation shall mail to the Secretary of each affiliated society a copy of the minutes of this meeting.

ARTICLE XI – ORDER OF BUSINESS

- A. The order of business at any business meeting shall be:
1. Call to order by the PRESIDENT
 2. Report of the Credentials Committee.
 3. Reading of the minutes of the last meeting.
 4. Report of the TREASURER.
 5. Reports of Committees.
 6. Unfinished business.
 7. New business.
 8. Selection of meeting place.
 9. Report of the Resolutions Committee.
 10. Adjournment.